

## CITY OF HAYWARD

### PROPERTY AND EVIDENCE SUPERVISOR

#### DEFINITION

To oversee and direct the Property/Equipment and Crime Scene Unit operations.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Support Services Manager. Exercises functional and technical supervision over Community Service Officers (CSOs) assigned to Property and Equipment Management, Crime Scene Technicians and Fingerprint Examiner.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Develops and maintains procedural manuals and training programs for property and crime scene staff; explores alternative program modifications and enhancements as necessary.
2. Assists in the development and implementation of goals, objectives, policies and procedures involving property and crime scene operations.
3. Supervises, trains, and evaluates the work of assigned personnel, and recommends disciplinary action.
4. Identifies and resolves work problems and interprets departmental policies.
5. Assists in the preparation and administration of the annual administration division budget.
6. Serves as a day-to-day liaison with Investigations and Patrol.
7. Responds to emergency situations which may arise during off-duty hours.

#### QUALIFICATIONS

- A. Knowledge of supervisory principles and practices.
- B. Knowledge of Police Department procedures, functions and reporting relationships.
- C. Ability to carry forward several projects simultaneously and set priorities and make sound decisions as circumstances require.

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Property & Evidence Supervisor (Cont'd.)

QUALIFICATIONS (continued)

- D. Ability to develop staff through formal and informal training sessions and materials.
- E. Ability to prepare and monitor a budget.
- F. Ability to communicate effectively at all levels with the public and with Department staff.
- G. Interpersonal skills to establish and maintain effective working relationships at all levels.
- H. Ability to render accurate court testimony concerning evidential property.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Three (3) years of public safety experience including experience in storing and maintaining an inventory of materials in a highly controlled environment similar to the property and evidence materials maintained in a police department plus general knowledge in crime scene processing and fingerprint comparisons. One (1) year supervisory experience as well as experience developing training programs and training subordinate personnel are highly desirable.

Education

Equivalent to completion of the twelfth grade supplemented by coursework in supervision, budgeting, program management and evidence collection and preservation.

PROBATIONARY PERIOD: One Year

0776CS95

August 1995

APP STATUS: 15

FPPC STATUS: Designated

FLSA STATUS: Exempt